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# Example of Cleaning Supervisor Job Description

Our innovative and growing company is looking to fill the role of cleaning supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cleaning supervisor

* Be responsible for ensuring compliance with Health, Safety, Environmental and COSHH laws or regulations
* Providing on-the-job technical guidance, support and training to field staff
* Coordination of all site surveys as per agreed programme
* This is a mobile role which comes with a company van for business use only
* The Role is to support SSM do site visits, audits, staff training, covering cleaning duties as and when required
* To undertake the day to day management of the cleaning team in a dedicated area, covering both commercial and retail properties
* To ensure that all risk assessments are kept up to date and completing monthly site reviews
* Organising cover for any annual leave or sickness for any of the members of the cleaning team
* To collate and sanction all timesheets
* The monitoring and ordering of any required supplies and consumables

## Qualifications for cleaning supervisor

* Monitor customer interaction of site-based staff
* Monitor use of Insight in relation to the Field Services Manual and portfolio
* Monitor requirements and usage of fleet vehicles
* Any additional duties as and when required
* An enhanced CRB will be required for this position
* Personally managing employees and completing performance reviews, approving time sheets and being the first point of contact for any queries that may arise